



TOWN OF LAUREL PARK LOST CREDIT CARD RECEIPT FORM

Date of Purchase:	
Merchant Name:	
Amount of Purchase:	

G/L No:

Description & purpose of purchase:

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Why is the original receipt or appropriate documentation missing?

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I certify that I have contacted the merchant and was unable to obtain a copy of the purchase documentation. I also certify that this purchase was made for an official Town business purpose.

Cardholder signature:	
Cardholder printed name:	

Form must also be reviewed and approved by Town Manager before submitting to the Finance Officer.

Town Manager signature:	
Town Manager printed name:	

This form is to be used as documentation only if the actual receipt, invoice, internet order screen, or appropriate substitute is unavailable for a purchase made on a Town issued Credit Card. It must be filled out completely and signed by both the cardholder and the Town Manager.